

**TRANSFER AGREEMENT**  
BETWEEN  
**Lehigh University**  
AND  
**MONTGOMERY COUNTY COMMUNITY COLLEGE**  
April 30, 2013

**Preface**

Lehigh University and Montgomery County Community College have entered into a collaborative relationship to facilitate the transfer of Montgomery County Community College graduates to Lehigh University.

Under this Transfer Agreement, Montgomery County Community College graduates will be eligible for admission into a Bachelor's Degree program at Lehigh University on the condition that they:

- Graduate from Montgomery County Community College with an Associate in Arts (A.A.) Degree, Associate in Science (A.S.) Degree, Associate in Fine Art (A.F.A.) Degree, Associate in Applied Science (A.A.S.) Degree or Associate in General Studies (A.G.S.) Degree with a minimum cumulative GPA of 3.50
- Complete a "Transfer Admissions Intent" form
- Satisfy all other Lehigh University transfer admission requirements

This Transfer Agreement becomes effective as of the date of its signing.

To facilitate the transfer of Montgomery County Community College graduates to Lehigh University in accordance with the foregoing agreement, the parties agree to the following:

**Obligations of Lehigh University**

1. To attend regularly scheduled Partner Day and Evening Programs at Montgomery County Community College Central and West Campuses to communicate with prospective transfer students and provide the "Transfer Admissions Intent" forms and fact sheets upon request. Before successful completion of 30 credits, students will sign the "Transfer Admissions Intent" form. Communicate about informational/advising meeting(s) with faculty and staff at Lehigh University in order to facilitate curricular and co-curricular integration to Lehigh University.
2. To review all completed transfer applications and to notify applicants of admission and financial aid decisions by appropriate deadlines.
3. To waive the application fee for students who complete the "Transfer Admissions Intent" form and apply to Lehigh University pursuant to this Agreement.
4. To provide Lehigh University financial aid information to all interested students.
5. To complete a course-by-course articulation (Appendix A) for all general education courses, in addition to courses specifically related to a student's major as well as electives which round out an applicant's transcript. Competency exams may be required by certain departments.

6. To create an academic plan and degree requirements for qualified students in collaboration with a Lehigh University academic advisor, and to grant class standing based on the student's number of transferrable credits. Applicants who adhere to the course by course articulation (Appendix A) will receive credit for completed courses with a C or higher. The course-by-course articulation will be evaluated yearly and only those courses listed in the year the student applies will be awarded credit. Students with AP Test scores may receive credit with a 4 or 5, or IB Curriculum Tests of 5 or 6. All AP and IB credits will be individually evaluated by the Registrar's Office and/or Academic Department regarding pre-requisite credit. Lehigh University does not accept CLEP exams.
7. To ensure that Montgomery County Community College graduates entering Lehigh University under the terms of this Agreement will apply through Lehigh University's transfer process and meet all applicable Lehigh University requirements and deadlines pertaining to admission, financial aid, orientation and registration, and payment of tuition and fees. There is no guarantee, implied or written, of an automatic acceptance to Lehigh University. All students bound by this agreement will abide by the policies and procedures, and any revisions thereof, which apply to all Lehigh University students.
8. Montgomery County Community College students who plan to pursue a bachelor's degree at Lehigh University are eligible to be nominated to apply to the Community College Scholars Program (CCSP), a program that allows a M.C.C.C. student to take one course, tuition free, at Lehigh University while still enrolled at M.C.C.C. This course can only be taken during the academic year (fall or spring semester) and only five students a year can participate. An announcement and invitation to participate will be sent to the M.C.C.C. Transfer office the month prior to Lehigh University's registration period each semester. Students will need to identify their intended major at Lehigh University and provide an explanation on how this course would help the student progress on his or her academic plan. The Office of Academic Outreach will oversee the coordination and delivery of the Community College Scholars Program.
9. To ensure that all admitted applicants be eligible to apply for need based financial aid, where financial need is determined by Lehigh University utilizing the CSS Profile, FAFSA, Lehigh University Transfer Student Application for Financial Aid, and the parent and student prior year tax forms (additional applications may be required). Complete financial aid applications must be submitted by the given deadlines in order to be fully considered for need based aid.
10. To make available to each admitted student the opportunity to apply for the Lehigh University President's Scholarship. A separate application will be required and eligible students must meet all of the qualifications noted on the Office of the Registrar website for transfer students ([www.lehigh.edu/registrar/students/pres\\_scholar.html](http://www.lehigh.edu/registrar/students/pres_scholar.html)).
11. To ensure that Montgomery County Community College graduates who matriculate at Lehigh University have all of the rights and privileges of other Lehigh University students.

**Obligations of Montgomery County Community College:**

1. To publicize this Agreement to prospective and current Montgomery County Community College students in its promotional literature, and make arrangements for Lehigh University recruiters and advisors to visit Montgomery County Community College to meet with prospective and current students.

2. To continue the tradition of academic rigor and excellence for which Montgomery County Community College is known.
3. To communicate with prospective transfer students and provide the “Transfer Admissions Intent” forms (Appendix B) and fact sheets upon request. To advise current Montgomery County Community College students in order to facilitate curricular and co-curricular integration to Lehigh University.
4. To designate a person to communicate to Lehigh University all changes in course and curriculum that affect this agreement.
5. To share annually with Lehigh University a list of graduates from M.C.C.C. who meet admission and program criteria for marketing purposes.

**Joint Obligations:**

1. To consult with each other through appropriate channels prior to implementing major changes in policy or curricula that directly affect students transferring under the terms of this Agreement, and keep each other informed of any other changes of policy or curricula that affect those students. Both Lehigh University and Montgomery County Community College will review this Agreement annually and make any changes upon mutual agreement, as needed. Such changes will become effective when both Lehigh University and Montgomery County Community College sign the revised document. Updated agreements will be posted on each institution’s website.
2. To collaborate in providing students with information and academic advising about this Agreement, Lehigh University academic requirements, and the process of transferring to Lehigh University.
3. To develop and implement advertising and promotional efforts to communicate the benefits of the Transfer Agreement.
4. To designate a representative or representatives at each institution who will coordinate the Transfer Agreement between the two institutions. These representatives will meet annually to review and update this agreement.
5. To exchange data and documents annually that will contribute to the maintenance and improvement of this agreement, enhance the transfer process, and promote effective cooperation between institutions. The institution(s) will exchange data after obtaining appropriate permission from the students as indicated on the “Transfer Admissions Intent” form.
6. To facilitate and support consultation and collaboration between their faculties related to this agreement, general education, degree requirements, and other academic matters.
7. To provide direct links between Lehigh University and Montgomery County Community College websites.

## **Revision, Renewal and Termination of this Agreement**

Lehigh University and the appropriate offices at Montgomery County Community College are responsible for identifying, and communicating to each other, changes in the policies or requirements of their respective institutions that affect this Agreement.

This Agreement will be in effect as of the date of its signing. It will be reviewed annually by the appropriate parties at each institution, and will be renewed automatically until superseded by a new Agreement or formally terminated. Either institution may terminate this Agreement at any time by written notice at least one year in advance of the effective date of termination. Should this Agreement be terminated, it is understood that the termination will not apply to students already accepted to Lehigh University under the terms of this Agreement.

The willingness of both institutions to enter into this Agreement in order to facilitate the transfer of students from Montgomery County Community College to Lehigh University, and to expand their opportunities for academic success there, is indicated by the following signatures:

The undersigned representatives of the parties, Montgomery County Community College and Lehigh University, have executed this Agreement on the dates indicated.

### **For Montgomery County Community College:**

### **For Lehigh University:**

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Karen A. Stout, Ed.D.                      Date  
President

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Alice P. Gast, Ph.D.                      Date  
President

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Victoria L. Bastecki-Perez, Ed.D.      Date  
Vice President of Academic  
Affairs and Provost

---

Patrick V. Farrell, Ph.D.                  Date  
Provost

---

Kathrine B. Swanson, Ed.D.              Date  
Vice President for Student Affairs  
and Enrollment Management

---

J. Leon Washington                      Date  
Dean of Admissions and  
Financial Aid

TRANSFER ARTICULATION EQUIVALENTS  
FALL 2012

**Montgomery CCC Course**

**Lehigh Course**

**Anthropology**

ANT 100 (3)	ANTH 099 (3)
ANT 104 (3)	ANTH 001 (3)
ANT 240 (3)	ANTH 100 (3)
GEO 207 (3)	ANTH 100 (3)

**Biology**

NOTE: Some knowledge assumed in our upper level courses may not have been covered in your courses and students should be prepared to make up missing information.

BIO 103	No Credit
BIO 115	No Credit
BIO 120	No Credit
BIO 121	No Credit
BIO 122	No Credit
BIO 129	No Credit
BIO 130	No Credit
BIO 131	No Credit
BIO 132	No Credit
BIO 140	No Credit
BIO 141	No Credit
BIO 151 (4)	BIOS 041, 042 (3, 1)
BIO 152 (4)	CAN TRANSFER AS: BIOS 120 (4) or EES 031 (3)
BIO 199	No Credit
BIO 241 (4)	BIOS 099 (4) Not for major credit
BIO 255	No Credit
BIO 256	No Credit
BIO 260 (4)	BIOS 115, 116 (3, 1)
BIO 299	No Credit

**Chemistry**

CHE 121 (4)	CHM 005 (3)
CHE 122	No Credit
CHE 131	No Credit
CHE 132	No Credit
CHE 150	No Credit
CHE 151 (4)	CHM 030 (4)
CHE 152 (4)	CHM 031 (4)
CHE 261 (4)	CHM 110, 111 (3, 1)
CHE 262 (4)	CHM 112, 113 (3, 1)

**Criminal Justice**

CJS 100	No Credit
CJS 105	No Credit
CJS 106	No Credit
CJS 115	No Credit

CJS 120	No Credit
CJS 200	No Credit
CJS 201	No Credit
CJS 205 (3)	SSP 100 (3)
CJS 220 (3)	SSP 100 (3)
CJS 235 (3)	SSP 100 (3)
CJS 240 (3)	SSP 100 (3)
CJS 250 (3)	SSP 105 (3)
CJS 255 (3)	SSP 100 (3)
CJS 265	No Credit
CJS 270	No Credit
CJS 275	No Credit
CJS 260 (3)	SSP 100 (3)
CJS 280 (3)	SSP 100 (3)
CJS 299 (3)	SSP 100 (3)

### **Economics**

ECO 110	No Credit
ECO 111	No Credit
ECO 115	No Credit
ECO 121 & 122 (3, 3)	ECO 001 (4) & ECO 099 (2)
ECO 130	No Credit
ECO 211	No Credit
ECO 221	No Credit

### **English**

ENG 010	No Credit
ENG 011	No Credit
ENG 101 (3)	ENGL 001 (3)
ENG 102 (3)	ENGL 002 (3)
ENG 115 (3)	ENGL 171 (3)
ENG 117	No Credit
ENG 165	No Credit
ENG 199 (3)	ENGL 201 (3)
ENG 201 (3)	ENGL 125 (3)
ENG 202 (3)	ENGL 126 (3)
ENG 211 (3)	ENGL 123 (3)
ENG 212 (3)	ENGL 124 (3)
ENG 221 (3)	ENGL 191 (3)
ENG 222 (3)	ENGL 191 (3)
ENG 235 (3)	ENGL 157 (3)
ENG 236 (3)	ENGL 155 (3)
ENG 237 (3)	ENGL 191 (3)
ENG 238 (3)	ENGL 163 (3)
ENG 245 (3)	ENGL 191 (3)
ENG 246 (3)	ENGL 121 (3)
ENG 248 (3)	ENGL 316 (3)
ENG 255 (3)	ENGL 311 (3)
ENG 256 (3)	ENGL 163 (3)
ENG 257 (3)	ENGL 380 (3)

ENG 265 (3)  
ENG 266 (3)  
ENG 275 (3)  
ENG 285 (3)  
ENG 299 (3)

**ETP**

ETP 110(3)  
ETP 111  
ETP 112  
ETP 113 (3)

**GEO/GLG**

GEO 130 (3)  
GEO 135 (3)  
GEO 137 (3)  
GEO 210 (3)  
GEO 220  
GEO 230  
GLG 105  
GLG 115 (3)  
GLG 120  
GLG 151 (4)  
GLG 152 (3)  
GLG 100 (3)

**History**

HIS 101 (3)  
HIS 102 (3)  
HIS 121 (3)  
HIS 122 (3)  
HIS 160 (3)  
HIS 203 (3)  
HIS 205 (3)  
HIS 210 (3)  
HIS 213 (3)  
HIS 214 (3)  
HIS 215 (3)  
HIS 216 (3)  
HIS 217 (3)  
HIS 218 (3)  
HIS 219 (3)  
HIS 224 (3)  
HIS 225 (3)  
HIS 234 (3)  
HIS 235 (3)  
HIS 240 (3)  
HIS 241 (3)  
HIS 250 (3)  
HIS 255 (3)

ENGL 144 (3)  
ENGL 344 (3)  
ENGL 328 (3)  
ENGL 100 (3)  
ENGL 183 (3)

**ENTP**

ENTP 101 (3)  
NO CREDIT  
NO CREDIT  
ENTP 3\*\* (3)

**EES/ES**

ES 001 (3)  
EES 021 (3)  
ES 010 (3)  
EES 098 (3)  
No Credit  
No Credit  
No Credit  
EES 011 (3)  
No Credit  
EES 021, 022 (3, 1)  
EES 200 (3)  
EES 293 (3)

HIST 011 (3)  
HIST 012 (3)  
HIST 104 (3)  
HIST 104 (3)  
HIST 104 (3)  
HIST 041 (3)  
HIST 042 (3)  
HIST 104 (3)  
HIST 136 (3)  
HIST 130 (3)  
HIST 104 (3)  
HIST 120 (3)  
HIST 043 (3)  
HIST 050 (3)  
HIST 104 (3)  
HIST 104 (3)  
HIST 104 (3)  
HIST 104 (3)  
HIST 076 (3)  
HIST 005 (3)  
HIST 154 (3)  
HIST 104 (3)  
HIST 104 (3)

HIS 260 (3)	HIST 104 (3)
HIS 299 (3)	HIST 104 (3)

### **Hospitality Careers**

No Credit for any Hospitality Careers courses

### **Human Services**

HSW 101	No Credit
HSW 102	No Credit
HSW 105 (3)	SSP 099 (3)
HSW 130 (3)	SSP 099 (3)
HSW 155 (3)	SSP 099 (3)
HSW 160 (3)	SSP 099 (3)
HSW 202	No Credit
HSW 203	No Credit
HSW 205	No Credit
HSW 206	No Credit
HSW 210	No Credit
HSW 211	No Credit
HSW 216	No Credit
HSW 219	No Credit
HSW 220	No Credit
HSW 221	No Credit
HSW 222	No Credit
HSW 223	No Credit
HSW 250	No Credit
HSW 254 (3)	SSP 109 (3)
HSW 299	No Credit

### **Management**

MGT 110 (3)	BUS 001 (3)
MGT 111 – MGT 198	MGT 099 (3 credits each) Free Electives Only
MGT 210 (3)	MGT 372 (3)
MGT 221 (3)	MGT 372 (3)
MGT 231 (3)	MGT 350 (3)
MGT 240 (3)	MGT 372 (3)
MGT 298 (3)	MGT 373 (3)

### **Mathematics**

Note: Please indicate that students must submit a course description and a course syllabus to our Mathematics Department for approvals. They will be given the opportunity to take an Anticipatory exam here at Lehigh just prior to the start of the term in which they enter if this is deemed necessary or desirable.

### **Modern Languages and Literature**

ARA 101 (3)	ARAB 001 (3)
CHI 101 (3)	CHIN 003 (2)
CHI 102 (3)	CHIN 004 (2)
FRE 101 (3)	FREN 001 (3)
FRE 102 (3)	FREN 002 (3)
FRE 111 (3)	MLL 099 (3)



FRE 112 (3)	MLL 099 (3)	
FRE 190 (3)	FREN 099 (3)	must have already taken FRE 101
FRE 201 (3)	FREN 011 (3)	
FRE 202 (3)	FREN 012 (3)	
FRE 251 & 252 (6)	FREN 143 (4)	
FRE 261 (3)	FREN 144 (3)	
GER 101 (3)	GERM 001 (3)	
GER 102 (3)	GERM 002 (3)	
GER 111 (3)	MLL 099 (3)	
GER 112 (3)	MLL 199 (3)	
GER 201 (3)	GERM 011 (3)	
GER 202 (3)	GREM 023 (3)	
GER 251 (3)	GERM 167 (3)	
GER 252 (3)	GERM 267 (3)	
ITA 101 (3)	MLL 095 (3)	
ITA 102 (3)	MLL 196 (3)	
ITA 201 (3)	MLL 097 (3)	
ITA 202 (3)	MLL 098 (3)	
ITA 215 (3)	MLL 195 (3)	
ITA 216 (3)	MLL 196 (3)	
JPN 101 & 102 (6)	JPNS 001 (4)	
JPN 201	No Credit	
JPN 202	No Credit	
SPA 101 (3)	SPAN 001 (3)	
SPA 102 (3)	SPAN 002 (3)	
SPA 111 (3)	MLL 053 (3)	
SPA 112 (3)	SPAN 197 (3)	
SPA 127 (3)	SPAN 099 (3)	
SPA 199 (3)	SPAN 199 (3)	
SPA 201 (3)	SPAN 011 (3)	
SPA 202 (3)	SPAN 012 (3)	
SPA 215 (3)	SPAN 099 (3)	
SPA 216 (3)	SPAN 142 (3)	
SPA 230 (3)	SPAN 199 (3)	
SPA 251 (3)	SPAN 151 (3)	
SPA 252 (3)	SPAN 152 (3)	
SPA 299 (3)	SPAN 290 (3)	

### **Political Science**

POL 101 (3)	POLS 199 (3)	
POL 124 (3)	POLS 001 (3)	
POL 125 (3)	POLS 199 (3)	
POL 202	No Credit	
POL 231 (3)	POLS 103 (3)	
POL 240 (3)	POLS 003 (3)	
POL 245 (3)	IR 019 (3)	Not for IR major or minor
POL 251 (3)	POLS 331 (3)	
POL 299 (3)	POLS 381 (3)	

### **Sociology**

SOC 101 (3)  
SOC 103 (3)  
SOC 130 (3)  
SOC 220 (3)  
SOC 224 (3)  
SOC 230 (3)  
SOC 234 (3)  
SOC 244 (3)  
SOC 250 (3)  
SOC 254 (3)  
SOC 255 (3)

SSP 001 (3)  
SSP 099 (3)  
SSP 099 (3)  
SSP 100 (3)  
SSP 103 (3)  
SSP 100 (3)  
SSP 100 (3)  
SSP 244 (3)  
SSP 105 (3)  
SSP 109 (3)  
SSP 100 (3)

**Theatre**

THA 105 (3)  
THA 106 (3)  
THA 114 (3)  
THA 150 (3)  
THA 151 (3)  
THA 201 (3)  
THA 203 (1)  
THA 205 (3)  
THA 206 (3)  
THA 250 (3)  
THA 251 (3)  
THA 290 (1)

THTR 011 (3)  
THTR 175 (3)  
THTR 001 (3)  
THTR 175 (3)  
THTR 175 (3)  
THTR 175 (3)  
THTR 175 (1)  
THTR 175 (3)  
THTR 087 (3)  
THTR 175 (3)  
THTR 175 (3)  
THTR 351 (1)



# LEHIGH UNIVERSITY

## Transfer Intent Form

This form is to be filled out by the student before completion of 30 credits at Montgomery County Community College, but before application to Lehigh University.

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

\_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Student Birthdate: \_\_\_\_\_

Intended Entrance to Lehigh: \_\_\_\_\_ **Spring** 20 \_\_\_\_\_ or **Fall** 20 \_\_\_\_\_

Montgomery C.C.C. Program Advisor: \_\_\_\_\_

Montgomery C.C.C. Program Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form, I confirm that I am in good standing at Montgomery County Community College and intend on applying for Admission to Lehigh University after completion of my Associate's Degree. I acknowledge that my application fee will be waived upon receipt of this form. I also request that Lehigh University send me information regarding transfer admissions.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_